

2016

Idaho Department of Lands

Incident Business

Operating Guide



Revised June 2016

IDAHO DEPARTMENT OF LANDS
INCIDENT BUSINESS OPERATING GUIDE
2016

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1. ASSOCIATED POLICIES

Interagency Incident Business Management Handbook (IIBMH), NFES 2160

Northern Rockies and Great Basin Supplements to IIBMH

Idaho Department of Lands Fire Mobilization Guide

Fire Management Handbook (FMH), 800 Series

Idaho Fire Service Organization Rate Book

Coeur d'Alene Interagency Fire Cache User's Guide

2. AUTHORITY

A. Overview of State Fire Protection

The Idaho Department of Lands (IDL) is responsible for the protection of 4.8 million acres of forested lands. The State is divided into ten Areas, each being managed by an Area Manager. The Area Manager is the Line Officer for the Area. These ten Areas - Priest Lake, Pend Oreille (includes Kootenai Valley FPD), Mica (includes Cataldo FPD), St. Joe, Clearwater, Ponderosa, Maggie Creek (includes Craig Mountain FPD), Payette, Southwest, and Eastern (includes South Central Field Office) have fire protection responsibility under the direction of the State Fire Coordinator. In addition, Idaho is one of the few states that still have privately-operated forest protective associations. There are two associations in Idaho protecting an additional 1.5 million acres; these are Clearwater-Potlatch Timber Protective Association (CPTPA) and Southern Idaho Timber Protective Association (SITPA).

The Bureau of Fire Management, located in Coeur d'Alene, provides policy support, consistency, and internal control for the State fire program. The Fire Business Program Manager works directly for the Bureau Chief. The Fire Business Program Manager works closely with fiscal personnel and other staff to assist Areas/Districts/Associations (A/D/As) and Incident Management Teams (IMTs) during large fires on questions of policy and procedure. IDL staff may serve as local purchaser or as a Buying Team (BT) to assist IMTs in procurement when the workload becomes too great for the local Area office. Logistical support is generally provided by the Coeur d'Alene Interagency Fire Cache for incidents north of the Salmon River.

B. Purpose

The Idaho Department of Lands Incident Business Operating Guide (IBOG) is intended to serve as a policy and procedures reference guide for those working in support of IDL incidents. The IBOG will be useful to dispatchers supporting initial attack fires, as well as members of IMTs, BTs, and expanded dispatch working in support of extended attack incidents. Any deviations from the guidelines will be approved by the Agency Administrator, Line Officer, Incident Business Advisor (IBA), or Fire Business Program Manager.

As a participating member of National Wildfire Coordinating Group (NWCG), IDL applies the interagency policies and guidelines established in the Interagency Incident Business Management Handbook (IIBMH). However, IDL policy can vary from those established in the IIBMH. In such cases, the policies contained within this document, or those referenced in this document, shall be followed.

C. Incident Business Advisor

The Incident Business Advisor (IBA) works under the direct supervision of the Line Officer (LO), Area Manager, and in coordination with the Incident Management Team (IMT). Qualified IBAs are required on IDL Type I and II fires and will be requested through the Fire Bureau Duty Officer. Incident Business Advisors from IDL or other agencies must have administrative fiscal oversight responsibilities as defined in the IDL implementation of the National Incident Management System Wildland Fire Qualification System Guide, 310-1 revised March 2015.

The primary duty of the IBA is to provide the LO with an overview of incident management business practices, make recommendations for improvements, and facilitate communication with the IMT and other resources assigned in support of the incident.

IBA responsibilities are defined in the IDL Mobilization Guide, Chapter 20, Administrative Procedures, Attachment 2, Incident Business Advisor Responsibilities.

The IBA, or their designee, will provide a narrative statement to the Line Officer outlining processes that worked well, areas that need improvement, including specific recommendations for improvement, and items requiring follow-up by the host agency. If unable to complete the narrative report prior to demobilization of the IMT, the report will be submitted to the IC and the Line Officer within 60 days after the team departs the incident.

3. PERSONNEL

A. Idaho Department of Lands Casual Employees

IDL Forest Protective Districts and Areas are responsible for hiring casual employees and processing all necessary paperwork.

IDL Casual employees should be treated as regular agency employees while on incidents. IDL Casual's rate of pay shall not be changed after initial employment except as authorized by the Bureau of Fire Management. If an IMT has a need to hire Casual employees on IDL jurisdictional fires, the local IDL office will hire the Casuals for the incident in accordance with IDL policy and procedures. Reference the Northern Rockies or Great Basin Geographic Area Supplements to the Interagency Incident Business Management Handbook (IIBMH), Chapter 50, or IDL Fire Management Handbook Casual Labor, FMH 846.

B. Specialized Personnel

1. Timber Protective Associations

Timber Protective Association (TPA) personnel shall receive the same courtesy as IDL and federally employed personnel. They are considered "agency" personnel and should not be confused with private contractors. Reference the Northern Rockies or Great Basin Geographic Area Supplements to the Interagency Incident Business Management Handbook (IIBMH), Chapter 50.

2. Fire Service Organizations

It is the IDL's responsibility to be the single hiring point for equipment and personnel obtained from Idaho Fire Service Organizations (FSOs). The only exception is local initial attack mutual assistance agreements.

The local agency needing additional structure-type resources for wildland fire incidents may order other Idaho Fire Service Organization resources. The procedures for ordering structure resources can be found in the State Operating Plan to the Statewide Master

Agreement. When using this process, the host agency or IMT may be expected to track the structure resources' time for the purpose of ensuring that Work/Rest guidelines and documentation of time worked are followed. It is imperative that the ordering agency be in communication with IDL, the wildland agency, and/or IMT at all times to ensure safety of all resources.

For details regarding the IDL agreement and Idaho Cooperator Certification Form (ICCF), see the current Idaho Fire Service Organization Rate Book. If the FSO does not provide a copy to Finance, they are available on the Incident Business webpage on the IDL public website under Fire Management at <http://www.idl.idaho.gov/fire/business/index.html>

3. Idaho Department of Correction

Idaho Department of Correction (IDOC) resources may be used on any wildland fire incident. IDOC resources are made available through IDL. The resources include Type 2 crews, camp crews, and a food unit catering trailer.

Mobilization of IDOC resources is coordinated between the Liaison Officers, institutions, and dispatch centers as per the agreement.

Specific direction regarding the use of these resources can be found in the Annual Operating and Financial Plan between IDOC and IDL. It is available on the IDL public website on the Incident Business webpage under Fire Management at <http://www.idl.idaho.gov/fire/business/index.html>

All IDOC costs are paid through IDL.

4. Idaho National Guard

All orders for Idaho National Guard (IDNG) resources for use on wildfires in Idaho shall go through the Idaho Department of Lands, Bureau of Fire Management. Payment for the use of the IDNG is through the IDL.

IDNG resources can only be utilized when all other potential sources have been exhausted. To initiate an order for the IDNG, contact the IDL Fire Bureau Duty Officer.

The IMT will be responsible for the tracking of IDNG resources to ensure a clean payment package. IDNG will have a resource order and submit crew time reports to finance. Host agencies will assign personnel to fill the roles of IBA and National Guard Liaison at the State Emergency Operations Center (EOC), as well as additional liaisons at the assigned locations of IDNG resources.

5. Union Representative

When a fire has reached a level of 300 individuals on a Forest Service fire, or 300 Forest Service employees on other than a Forest Service fire, and a fire camp has been established, a union representative will be ordered.

6. Human Resource Specialist

A Human Resource Specialist (HRSP) is mandatory for all fire incidents which have 300 or more people in a camp situation. For camps less than 300, Incident Commanders should examine the situation to determine if a Human Resource Specialist is warranted.

7. Commissary

Personnel are expected to come to an incident prepared for 14-day assignments. Commissary may be established to serve the needs of incident personnel, as outlined in the IIBMH, Chapter 10.

C. Compensation for Injury/Accident and Illness (Ref. IIBMH, Chapter 10)

Agency Provided Medical Care (APMC)

IDL, cooperator, and Timber Protective Association employees may utilize APMC while performing suppression duties. Under this program, hosting agencies pay for limited first aid costs for minor injury or illnesses that occur on an incident and require only one treatment.

The use of APMC will be in accordance with the IIBMH, Chapter 10. On incidents managed by an IMT, a **First Report of Injury or Illness, SIF 10/05, Attachment 1**, must be completed. If the SIF 10/05 is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

D. Workers' Compensation Insurance

1. IDL and Timber Protective Association Personnel

All employees of the Idaho Department of Lands and Timber Protective Associations (TPA), including full-time, part-time, temporary/seasonal, and casual employees, are covered by Workers' Compensation Insurance through the Idaho State Insurance Fund while in the course and scope of employment.

If an employee requires treatment not covered by APMC, a First Report of Injury or Illness, SIF 10/05, should be completed. This is the official form for Idaho State and TPA employees. See Attachment 1. It is also available at the Idaho State Insurance Fund website <https://www.idahosif.org/info/forms/froi.pdf>

If the Idaho form is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction. **Email the form to safety@idl.idaho.gov**

2. State Cooperators

State cooperators are required to carry Workers' Compensation Insurance on all employees and volunteers. If an injury or illness occurs, follow their agency-specific guidelines.

All work-related injuries must be reported to the home unit as quickly as possible. The home unit may assist with notification and documentation. Failure to report a work-related accident is a serious matter and may preclude an employee's coverage under Workers' Compensation Insurance.

1. ACQUISITION

A. Coeur d'Alene Interagency Fire Cache

The Coeur d'Alene Interagency Fire Cache (CDK) provides primary logistical support for IDL incidents in the Northern Rockies Geographic Area (north of the Salmon River). The Cache stocks all standard supplies and equipment used on an interagency and interregional basis as well as many specialty items. Procurement personnel should check with the Cache for

common non-cache supply items before turning to other sources of supply. See the Coeur d'Alene Interagency Fire Cache User's Guide, FMH 815, Interagency Fire Cache Operations.

B. Pre-Season Agreements

There is flexibility in procurement methods for equipment on IDL jurisdiction fires. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures. Equipment that has not been competitively bid, but is available locally, is procured through local IDL Preseason Contracts. The local dispatch office maintains a list of Contracts that supplements the equipment available through federal contracts. The preseason contracts are available on IDL's Incident Business webpage, by dispatch zone, at <http://www.idl.idaho.gov/fire/business/index.html>. Preference is to use those under local agreement prior to others.

If equipment has not been signed up, but it is used as an emergency hire in accordance with Title 38, Section 133, Idaho Code, it can be signed up at the incident. Incident-Only contracts and agreements require signature approval by the IDL area Manager, fire Warden or their designee. This includes delegation to an Incident management Team. Incident-only EERA rates shall be no more than 90% of the rates published in the Northern Rockies Geographic Area Supplements, Chapter 20, of the IIBM. If the contractor does not accept the rate, approval of the area Manager, Line Officer, or Incident Business Advisor is required.

In the event of on-incident hire, an order needs to be placed with dispatch to generate a resource order. The Incident Commander, Safety Officer, or their designee, i.e., Heavy Equipment Boss (HEQB), shall assess equipment during Initial Attack for safety. If deficiencies are identified, they should be mitigated immediately. At the first opportunity, without hampering operations, a pre-use inspection should be completed. Prior to the second operational period an Incident-only EERA will be executed, and equipment and operator must meet all requirements as outlined in IDL policy. If they do not meet the minimum requirements, they must be released from the incident.

Purchasing authority is not based on a specific dollar amount; however, it must be used with oversight.

In all cases, the preferred procurement method is that which reduces mobilization time and/or is most advantageous in meeting fire suppression objectives, as determined by the Line Officer.

On State fires, contracts initiated by IDL personnel (or by personnel representing IDL) are not required to be countersigned by contracting officers or Procurement Unit Leaders working for a federal agency.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an Incident-only EERA, ensure inspections are complete, and that Emergency Equipment Shift Tickets, OF-297, are up-to-date. Immediately after completing the paperwork, the IMT will send the completed EERAs to the host agency who will forward the completed package to the Bureau of Fire Management for prompt processing.

C. Land/Facility Use Agreements

The IMT will check with the local IDL or Timber Protective Association (TPA) office to obtain information on preseason land use and facilities use agreements. The IMT will coordinate with local IDL or TPA personnel to obtain current lease rates for bare land and facilities for the local area.

Follow the procedures outlined in the IIBMH, Chapter 20, Acquisition, and the Appendix B, Tool Kit.

D. Rental Vehicles

Rental vehicles needed for IDL incidents shall be ordered through the normal dispatch process. It is imperative IMTs track rental vehicles closely to ensure a clean package at time of release from incident. Please refer to the Best Practices Procurement of Rental Vehicles Attachment A at the following link:

<http://www.nwcg.gov/sites/default/files/ibc-nwcg-rental-car-task-group-final-report-june42015.pdf>

Pre and post use inspections are required on IDL incidents.

E. Local Procurement/Contacts

Upon arrival, the finance section will be given a list of local vendors and resources that may be used in support of the incident. The following may be included in these lists:

1. Preseason Contracts with restaurants. Use the preprinted **Restaurant or Lodging Authorization Form, Attachment 2**, which can be obtained through the local Area office. For per diem provisions for IDL employees, see **2016 Meal Rate and Per Diem Guidelines, Attachment 3**.
2. Procurement contacts for the Idaho Department of Lands.
3. Preseason Contracts.
4. Current list of cache items located at the local cache and the Coeur d'Alene Interagency Fire Cache.
5. Any preseason land use agreements and cooperative fire agreements.

F. Buying Team Procedures

Procurement decisions should be based on sound judgment considering cost and the most expeditious source of supply to meet the needs of the suppression effort. IDL has flexibility in its procurement methods and is not bound by federal competitive solicitations. However, federal contracts should be used when most advantageous in meeting suppression objectives.

Once the procurement workload exceeds the A/D/A's capabilities, a Buying Team (BT) may be ordered or assembled. IDL has identified specific employees to work with an interagency BT; these employees are familiar with IDL's procurement policy and have substantial purchasing authority. BT composition may be solely IDL, a mix of federal and state employees, or a regional or national BT.

The Line Officer will have the final decision whether a BT is necessary. The Line Officer may also request Expanded Dispatch personnel to assist the incident. The BT works directly for the Line Officer and provides procurement services for the IMT. Equipment and supply Resource Orders will go directly from the incident's Supply Unit Leader to Expanded Dispatch by radio, phone, or electronic transfer. Expanded Dispatch will order all local and national cache items, and the BT will order all local purchases.

The BT will provide all documents pertaining to non-personnel services, equipment, and supplies paid by credit cards to the host agency's fiscal representative for payment. Any payments made with credit cards will be fully documented with Resource Orders. Duplicate

copies of all documents will be provided to the host agency fiscal representative. BT credit card numbers will be redacted for security purposes.

BTs shall procure drinks and fresh fruit as supplemental food items for the incident camp rather than purchase from the caterer. Other supplemental snack foods are not authorized.

See the IIBMh, Chapter 20, Acquisition, Subsistence and Lodging Provisions, for further clarification.

The BT may utilize logistical support provided by the Coeur d'Alene Interagency Fire Cache for items that are not available locally.

The BT will not use their credit cards to make payments on EERAs or Preseason Contracts.

The following items are either restricted from purchasing, or limited in some manner, during incident operations:

1. Alcoholic beverages of any type.
2. Clothing, buttons, stickers, hats, name badges, etc., with special or specific printing, coloring, or logos. Bathing suits or other special clothing to be worn in Rest and Recuperation (R&R) centers and/or incident camps.
3. Pillows or sleeping bags (other than regular General Services Administration (GSA), fire cache type).
4. Plants or flowers.
5. Orders for specific magazines, newspapers, or other literature. Local newspapers will be limited to 10 copies per incident per day. Only local newspapers and *USA Today* will be purchased.
6. Improvements to GSA vehicles unless needed for suppression activities.
7. Motels, hotels, or other commercial rooms for overhead and other personnel located in an area where an incident camp exists.
8. Extravagant or specialty foods. The only supplemental foods that can be purchased are listed in the 2015-2019 National Mobile Food Services Contract.
9. Essential oils. The only exceptions may be over-the-counter Oil of Clove for toothaches or Tincture of Benzoin commonly used as an adhesive when bandaging lacerations, blisters, etc. All exceptions must be pre-authorized by the Incident Business Advisor or the IDL Fire Business Program Manager.
10. Barbers will be provided only for the military at their request.
11. Anything not a direct need for suppression of the fire or essential to the incident.
12. Fees for the use of commercial hot springs, unless associated with R&R.

The BT Leader will contact the IBA after BT has been notified of release from the incident to establish a date and time for closeout with the host agency.

Exceptions to this guide shall have prior written approval by the IBA, Fire Business Program Manager, or Line Officer.

2. PROPERTY MANAGEMENT

The IMT is expected to place a high priority on property management. The supplies issued to the incident by the servicing Fire Cache are issued on a temporary loan basis and must be safeguarded, tracked, and accounted for. Attention must be given to the durable supply items as outlined in the IIBMh, Chapter 40, Incident Business Coordination.

IDL's expectation is that all durable items are tracked and accounted for by the IMT. All durable items not accounted for at closeout will be documented. A list of the items unaccounted for will be sent to the IMT's home unit for resolution within 60 days.

Accountable property is defined as any item with a purchase price of more than \$2,000, or considered sensitive, such as chainsaws, cameras, computer equipment, etc. Purchase of any incident-funded accountable property will be approved by the IBA/Line Officer prior to purchase. All accountable property purchased during an incident will be transferred to the Coeur d'Alene Interagency Fire Cache at the end of the incident.

Refer to the Coeur d'Alene Interagency Fire Cache User's Guide, in Fire Management Handbook 815, Interagency Fire Cache Operations, for operating procedures, stocking levels, classifications of equipment and supplies, and procedures for ordering.

Recycling: If possible, arrangements should be made with local recyclers to take plastic, paper, metal, glass, and reusable food stuffs. Recycling at the incident base requires coordination with the host agency. The host agency will provide information for recycling procedures and requirements to the IMT at the Line Officer briefing. Refer to IIBMh, Chapter 30, Property Management.

3. BUSINESS COORDINATION

A. IMT Coordination – Communication

As soon as possible, the IMT and host agency will provide telephone numbers for communication between the two entities.

The IBA, or host agency fiscal representative, will communicate with the Finance Section on expectations.

The Fire Business Program Manager, or a fiscal representative, will visit all incidents managed by an IMT.

B. Fire Management Assistance Grant Program (FMAGP)

In the event a wildland fire threatens a community, the local government and Governor may make a disaster declaration. When a declaration is in place, the State or local government may receive financial assistance through a Fire Management Assistance Grant Program (FMAGP) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the applicant agencies, typically the State, local communities, and tribal agencies.

Incident Management personnel shall ensure cost accounting procedures meet the needs of the agencies and communities for the FMAGP application process.

C. Dispatch/Expanded Dispatch Organization

An Expanded Dispatch Center will be established at a location to be determined by the applicable Dispatch Center Manager. Names and phone numbers for the various positions will be provided to the IMT and the IBA/host agency fiscal representative as soon as the Center is operating on an incident.

Resource Orders and numbers are assigned by Expanded Dispatch; however, a block of supply numbers may be assigned to the IMT if coordinated through Expanded Dispatch initially. As a guideline, **all** Resource Orders for overhead, aircraft, equipment and supplies will be ordered and filled through Dispatch or Expanded Dispatch. IMTs may order fire cache items directly from the Coeur d'Alene Interagency Cache if coordinated with Dispatch or Expanded Dispatch in advance.

D. Agency and Contract Payments

Payments for USFS contracted personnel or equipment will not be sent directly to the USFS Albuquerque Service Center. All payments are made by IDL. All contracted personnel and equipment require a Request for Taxpayer Identification Number and Certification. The Finance Section will be provided blank copies of the W-9 form for distribution to each vendor before payment can be made.

For long duration fires, there may be a need for interim payments to contractors and local and state cooperators. These payments will be made at the IDL fiscal office. The FSC, or designee, will deliver the payment documents to the IBA or host agency fiscal representative for processing and payment. The BT will not use their credit cards or convenience checks to make payments on EERAs or Preseason Contracts. The following documentation is required for payment:

1. Emergency Equipment Use Invoice, OF-286, completed and signed by both parties, with supporting documents of items to be paid or deducted from the Contractor.
2. Emergency Equipment Shift Tickets, OF-297, for all days covered, signed by both parties. Send original pink copy.
3. Vehicle/Heavy Equipment Pre Inspection Checklist, OF-296, with any claims noted.
4. Documentation of any claims.
5. A Copy of signed contract or agreement (e.g., Preseason Contract/Agreement; for VIPR contracts, only the payment rates and terms portion is required with the payment package).
6. Request for Taxpayer Identification Number and Certification, W-9. The original must accompany the agreement in order for payment to be processed.
7. Resource Order.

E. Use of Purchase Cards

Purchase Cards (P-Cards) may not be used to make salary payments, purchase order payments, preseason contract/agreement payments, EERA payments, or land/facility use rental agreement payments. Some IDL employees have credit cards that may be used to make vendor payments as described below.

1. P-Cards may be used to make payments to vendors for local purchases.
2. P-Cards **cannot** be used to feed employees during fire suppression activities unless arranged for and purchased by the BT.
3. All payments must be supported by a Resource Order number.
4. In addition to the requirements of the IIBMH, a copy of the P-Card purchase shall be included in the finance file; invoices shall be clearly marked with the name of the P-Card holder and the last four digits of the P-Card number.

5. Payment shall stay within the P-Card authority, or the transaction limitations of the P-Card.
6. Use of federal credit cards will be limited to local procurement agents, Procurement Unit Leader (PUL), or BT staying within IDL's authority.

F. Closeout

The FSC will contact the IBA/Line Officer after the IMT has been notified of release from the incident to establish a date and time for transition of the Incident Finance Package to the incoming IMT or to closeout with the host agency. Follow-up after the incident between the host agency and the FSC may also occur to provide information and resolve issues in finance, procurement, claims, etc.

The IBA, or their designee, may participate in the exit interview of each assigned IMT providing a verbal and written assessment utilizing the applicable Geographic Area IMT Finance Evaluation form.

The final Incident Finance Package will be prepared in accordance with the IIBMH, Chapter 40, Incident Business Coordination.

The Line Officer, Fire Warden, IBA, and host agency fiscal representative may participate in the IMT Finance closeout.

4. COOPERATIVE RELATIONS

A. Law Enforcement and Investigations

Upon assignment, the IMT will work with the Line Officer to identify law enforcement support resources available, and identify local operating procedures.

Significant law enforcement incidents, or matters needing criminal investigation, shall be reported to the law enforcement agency having jurisdiction as soon as practicable. All law enforcement incidents will be entered into the incident security log and documented. Copies of incident security logs and incident reports will be turned over to law enforcement when warranted.

Other investigations (claims, motor vehicle accidents, etc.) and normal incident security activities (traffic control, etc.) will be handled by the law enforcement personnel assigned directly to the incident.

B. Claims

All claims against the state of Idaho for incidents under IDL jurisdiction, while managed by an IMT, will be submitted to the Finance Section or their designee. The IMT will ensure documentation is filed in accordance with Chapter 70 of the IIBMH. The IMT can resolve claims for the state of Idaho up to \$2,000. All documentation must be submitted to the host agency. The host agency shall submit the claim documentation to the Fire Business Program Manager, Bureau of Fire Management, who will settle the claim or forward it to Risk Management for final determination.

Claims against the state of Idaho for incidents under IDL jurisdiction where an IMT is not assigned will be submitted to the host agency who will ensure documentation will be filed in accordance with Chapter 70 of the IIBMH. The host agency can resolve claims for the state of Idaho up to \$2,000.

Tort Claims:

The Idaho Tort Claims Act (ITCA) §6-901 - §6-929, addresses liability of the state including obligations for defense of employees, exceptions to liability, time and manner of filing claims, content of claims, time for allowance or denial of claims, recourse of suit for denied claims, limitation of actions, service of summons and complaint, and limits of liability. The Notice of Claim form is on the IDL Intranet under Fire Business.

Any person wishing to file a claim against a state agency must refer to the ITCA statutes for complete information. A specific form is not required to file a claim. An abbreviated generic instruction sheet and an optional form are provided as a courtesy, but they do not provide detailed information or waive any provisions of statute.

Non-Tort Claims:

The process shall be in accordance with Chapter 70 of the IIBMH.

Employee Claims:

Employee claims for damage of personal property while on a fire assignment shall be made through the home unit. Maximum reimbursement shall be no more than the cost to obtain the item from the cache system. Examples include: tents, sleeping bags, nomex, etc. Documentation shall be in accordance with Chapter 70 of the IIBMH, including a Resource Order. Reimbursement shall be made using the SA-43 Travel Expense Voucher. Claims for items that are not standard cache items require approval from the Fire Business Program Manager.

7. MANAGEMENT INFORMATION SYSTEMS

IDL's computer system may be used in support of incidents when incident use does not disrupt the daily operation of the A/D/A office. The Coeur d'Alene Interagency Fire Cache (CDK) houses four computer kits maintained by the IDL Management Information Systems (MIS) staff. Each kit contains six laptops with the necessary hardware for networking. The system is loaded with the latest version of e I-Suite and designed for use of the application. The financial code to use for all IDL or Idaho Timber Association fires will be the dispatch generated FireCode.

The CDK houses three telephone kits maintained by the IDL MIS staff. Each kit contains eight telephones with an individual 1-800 number that can be used at any A/D/A office, with the exception of Priest Lake. The Cache also has TracFones available for incident use. TracFones should be ordered using two separate Resource Orders. One Resource Order will be issued for the phone; the other will be issued for additional minutes for the phone.

BUSINESS ADMINISTRATION CONTACT INFORMATION

Name	Title	Work Phone	Cell Phone
<i>Bureau of Fire Management Contact Information</i>			
Duty Officer	IDL Bureau of Fire Management	(208) 769-1530	
JT Wensman	Chief, Bureau of Fire Management	(208) 666-8650	(541) 335-1509
Kevin Benton	Fire Operations Program Manager	(208) 666-8651	(208) 755-6762
Wendy Walter	Fire Business Program Manager	(208) 666-8648	(208) 755-2924
Julia Sullens	South Idaho Fire Liaison	(208)334-0263	(208) 819-6193
Mark Eliot	Aviation & Investigations Program Manager	(208) 666-8709	(208) 661-1667
Don Wagner	Planning Program Manager	(208) 666-8647	(208) 755-3214
Matt Hicks	Training and Safety Specialist	(208) 666-8652	(208) 818-2092
Nikki Shockley	Program Specialist, Fire	(208) 666-8644	(208) 415-8560
Debbie Godfrey	Financial Technician, CDA Fiscal	(208) 666-8639	(208) 755-9963
<i>Procurement Personnel - Boise</i>			
Devin Bloss	Procurement Program Manager	(208) 334-0256	(208) 484-2671
<i>Coeur d'Alene Interagency Fire Cache Personnel</i>			
Justin Muhlhauser	Logistics Program Manager	(208) 666-8654	(208) 818-7062
Mac Weaver	Asst. Cache Manager – Database Administration	(208) 666-8655	(208) 277-6145
Cameron Hughes	Asst. Cache Manager - Operations	(208) 666-8657	(208) 818-7054
Marte Meredith	Storekeeper	(208) 666-8694	(208) 659-4087
Bjorn Jordan	Storekeeper	(208) 666-8694	(208) 691-7778
Kelly Mahler	Storekeeper	(208) 666-8694	(208) 818-1843
Faith Bergem	Storekeeper	(208) 666-8694	(208) 765-5497
Dallas Ward	Storekeeper	(208) 666-8694	(208)691-9152
Renee Fisher	Tech. Records Specialist	(208) 666-8663	(208) 704-2331
Jerhad Siegel	Pump Shop Mechanic	(208) 666-8637	(208) 704-6355
<i>Management Information Systems (MIS) Contacts</i>			
IDL Computer Help Desk		(208) 334-0246	
Dan Raiha	Chief Information Officer	(208) 666-8645	(208) 699-6029
John Zukowski	IT Systems Technician	(208) 666-8696	(208) 914-5148
Vacant	IT Systems Coordinator	(208) 666-8660	
<i>Human Resource Contacts</i>			
Andrea Ryan	Human Resource Officer	(208) 666-8602	(208) 755-7701
Michelle Herman	HR Specialist (Workers' Compensation)	(208) 334-0237	(208) 576-9292

IDL BUREAU of FIRE MANAGEMENT AND AREA/DISTRICT/ASSOCIATION CONTACT INFORMATION**Coeur d'Alene Staff Office****IDL State Duty Officer Phone: 208-769-1530**

JT Wensman – Chief, Bureau of Fire Management

Wendy Walter – Fire Business Program Mgr.

Kevin Benton – Fire Operations Program Mgr.

Mark Eliot – Fire Aviation & Investigation Program Mgr.

Don Wagner – Fire Planning Program Mgr.

Julia Sullens – South Idaho Fire Liaison (Boise Staff)

Matt Hicks – Training and Safety Specialist

Coeur d'Alene Staff Office

3284 West Industrial Loop, Coeur d'Alene, ID 83815

Phone: 208-769-1525 Fax: 208-769-1524

Boise Staff Office300 N. 6th St., Suite 103, Boise, ID 83702

Phone: 208-334-0256

Priest Lake Area

Mick Schanilec – Area Manager

Dan Brown – Fire Warden

Scott Hayes – Asst. Warden

Nicci Lee – Admin. Asst.

4053 Cavanaugh Bay Road

Coolin, ID 83821

Phone: 208-443-2516

Fax: 208-443-2162

Mica Area

Frank Waterman – Area Manager

Gary Darrington – Fire Warden

Shane O'Shea – Asst. Warden

Teresa McFadden – Admin. Asst.

3258 West Industrial Loop

Coeur d'Alene, ID 83815

Phone: 208-769-1577

Fax: 208-769-1597

Cataldo FPD

Kjell Truesdell – Fire Warden

Chris Myers – Asst. Warden

Jenny Rollins – Admin. Asst.

80 Hilltop Overpass Road

Kingston, ID 83839

Phone: 208-682-4611

Fax: 208-682-2991

Pend Oreille Lake Area

Tom Flee – Area Manager

Shawn Hicks – Fire Warden

Ashley Stoneham – Asst. Warden

Jeannie Nez Perce – Office Spec.

2550 Highway 2 West

Sandpoint, ID 83864

Phone: 208-263-5104

Fax: 208-263-0724

Kootenai Valley FPD

Ken Homik – Fire Warden

Nate Rogers – Asst. Warden

Vikki Snider – Admin. Asst.

6327 Main Street

Bonners Ferry, ID 83805

Phone: 208-267-5577

Fax: 208-267-8301

St. Joe Area

Vacant – Area Manager

Josh Harvey – Fire Warden

Corey Flesher – Asst. Warden

Jocelyn Schiermeister, – Office Spec..

1806 Main Ave.

St. Maries, ID 83861

Phone: 208-245-4551

Fax: 208-245-4867

Clearwater Area

Jay Sila - Area Manager

Monica Hagen – Admin. Asst.

10230 Highway 12

Orofino, ID 83544

Phone: 208-476-4587

Fax: 208-476-7175

Ponderosa Area

Mark Lesko – Area Manager

Jason Svancara – Fire Warden

Vacant – Asst. Warden

Vacant – Admin. Asst.

3130 Highway 3

Deary, ID 83823

Phone: 208-877-1121

Fax: 208-877-1122

Maggie Creek Area

Zoanne Anderson – Area Manager

Nick Carter – Fire Warden

Ken Decker – Asst. Warden

Vacant – Asst. Warden

Tracy Hasz – Admin. Asst.

913 3rd Street

Kamiah, ID 83536

Phone: 208-935-2141

Fax: 208-935-0905

Craig Mountain FPD

Jeremiah Miller – Fire Warden

Alfred Allman – Asst. Warden

Jed Pentzer – Asst. Warden

Sam Altman – Admin. Asst.

PO Box 68

Craigmont, ID 83523

Phone: 208-924-5571

Fax: 208-924-5571

Payette Lakes Area

Scott Corkill – Area Manager

Kristen Kludt – Admin. Asst.

555 Deinhard Lane

McCall, ID 83638

Phone: 208-634-7125

Fax: 208-634-5117

Southwest Area

Bob Pietras – Area Manager

Casper Urbanek – Fire Warden

Tyke Lofingst - Asst. Warden

Rick Finis – Asst. Warden

Georgia Cowan – Admin. Asst.

8355 W. State Street

Boise, ID 83714

Phone: 208-334-3488

Fax: 208-853-6372

Eastern Idaho Area

Pat Brown – Area Manager

Katina Kienlen – Admin. Asst.

3563 Ririe Highway

Idaho Falls, ID 83401

Phone: 208-525-7167

Jerome Field Office

Denice Backus – Admin. Asst.

324 S. 417 E., Suite 2

Jerome, ID 83338

Phone: 208-324-2561

Fax: 208-324-2917

Southern Idaho TPA

Ken Stump – Chief Fire Warden

Tim Tevebaugh – Fire Warden

Paul Wagner – Fire Warden

Greg Keller – Asst. Fire Warden

Shannon Stuart-Henggeler – Admin Asst.

555 Deinhard Lane

McCall, ID 83638

Phone: 208-634-2268

Fax: 208-634-5117

Clearwater-Potlatch TPA

Len Young – Chief Fire Warden

Isaac Hull – Fire Warden – Orofino

Robin Welter – Fire Warden – Elk Rvr

Shane Anderson – Fire Warden – Hdqtrs

Steve Trombley – Fire Warden – Boehl's

Kim Browning – Fiscal Officer

10250 Highway 12

Orofino, ID 83544

Phone: 208-476-5612

Fax: 208-476-7218

Workers Compensation – First Report of Injury or Illness

Every work injury that requires medical services other than first aid treatment must be reported within **TEN** days after the employer has knowledge of the injury. **Filing this form is not an admission of liability.** This report shall not be evidence of any fact stated herein in any proceeding in respect of the injury, illness or death on account of which this report is made.

EMPLOYER	Employer's name:		Employer status	
	Address:		<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Public <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other	
	City:	State:	ZIP:	
	Phone #:	FAX #:		
	Employer's location address (if different)		Is injured worker a Corporate Officer, Partner, LLC member or Sole Proprietor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address:		If a Sole Proprietorship, is the injured worker a household member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYEE	City:		State:	ZIP:
	Policy number:		Organization code:	
	Employee's last name:		State where hired:	
	Employee's first name:		Occupation:	
	Address:		Employment status:	
	City:	State:	ZIP:	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
WAGES	Phone #:		Social Security #:	
	Date of birth:		Date hired:	
	Under what class code were wages reported?		Injury date:	
	Regular department:	Marital status <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other <input type="checkbox"/> Married <input type="checkbox"/> Separated		
	Wage rate \$ per <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Other	Hours worked per week:		
	# of days worked per week:	Full pay for the day of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did salary continue? <input type="checkbox"/> Yes <input type="checkbox"/> No
ACCIDENT OR ILLNESS	If board, lodging or other advantages furnished in addition to wages, give estimated value per week.		\$	
	If gratuities (tips, etc.) were received in the course of employment, give estimated value per week.		\$	
	Place of accident or exposure (address):		City/State:	
	County:	Did injury/illness occur on the employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Time injury occurred: <input type="checkbox"/> AM <input type="checkbox"/> PM	Time employee began work: <input type="checkbox"/> AM <input type="checkbox"/> PM		
	Date last worked:	Date employer notified:	Date disability began:	
MED	Date returned to work:	If fatal, date of death:	Injury type (strain, cut, etc.):	
	Part of body affected:	Body part injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Injury reported to (name and phone #):			
	Equipment, materials, or chemicals employee was using upon occurrence:			
	How injury or illness occurred (Describe the sequence of events. Include objects or substances that directly caused the injury)			
	Was accident caused by the failure of a machine or product? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was safety equipment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the accident was caused by any person or business other than the injured worker, co-worker or the employer, please identify.		Was it used? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Were other workers also injured? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		List other workers' names:		
MED	Physician or hospital (name and address)		<input type="checkbox"/> No medical treatment <input type="checkbox"/> Minor by employer <input type="checkbox"/> Minor – clinic/hospital <input type="checkbox"/> Emergency care <input type="checkbox"/> Anticipated major med/time loss <input type="checkbox"/> Hospitalized overnight	
	Did anyone witness the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name, phone #:			
	Preparer's name and title:			
	Preparer's phone number:		Date prepared:	

**instructions for completing this form are on the back*

DATE & TIME	RESOURCE ORDER NUMBER	FIRE/INCIDENT NAME	FIRE/INCIDENT NUMBER	PROJECT CODE

<p>Restaurant: _____ Phone: _____</p> <p>Vendor's Tax ID: _____</p> <p>Placed with: _____ Time: _____</p> <p>Type of Meal: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Sack Lunch</p> <p>\$_____ per meal \$_____ per meal \$_____ per meal \$_____ per meal</p> <p><input type="checkbox"/> To Go (Do not pay gratuity on "to go" items.)</p> <p>_____ is authorized to sign for _____ meal(s) for fire personnel.</p> <p>Meal(s) cannot include alcoholic beverages. IDL is tax exempt.</p> <p>Remarks:</p> <p>_____</p> <p>_____</p> <p>Hotel/Motel: _____ Phone: _____</p> <p>Placed with: _____ Time: _____</p> <p>_____ Room(s) for _____ night(s) @ \$ _____</p> <p>_____ is authorized to sign for _____ room(s) for lodging for fire personnel.</p> <p>Telephone, movie rental, room service, mini-bar, etc. are NOT authorized and will not be paid by IDL.</p>
--

Crew Name: _____ Crew Number: _____
 Chief of Party: _____
 Authorized by: _____ Title: _____
If available

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____

BILLING ADDRESS:

Fax Copies To: _____

Revised 6/16/2015

INSTRUCTIONS FOR COMPLETION AND USE OF RESTAURANT OR LODGING AUTHORIZATION FORM

The Restaurant or Lodging Authorization Form was developed by the Idaho Department of Lands (IDL). The form is to be completed as follows:

Date & Time:	Self-explanatory.
Resource Order Number:	The "S" number(s) from the Resource Order card must coincide with the original request for meals/lodging. Example: S-179, S-180.
Fire/Incident Name:	Self-explanatory.
Fire/Incident Number:	The fire or incident number. Example: ID-PLS-11010. Do not use the Paymars "P" number.
Project Code:	Using the Help Desk procedures, CDA Fiscal will assign the Project Code at the request of the Area and District offices.
Restaurant:	If meal(s) are being purchased, indicate the name of the restaurant. If the form is only for meals put an "X" through the lodging area.
Placed With:	Enter the name of the person contacted at the restaurant.
Time:	Self-explanatory.
Type of Meal:	Check the correct block for breakfast, lunch, or dinner. Fill in the corresponding meal allowance as per the Emergency Equipment Rental Agreement, OF-294. Idaho Department of Lands rates are different from the US Forest Service. The government is tax exempt. Meals cannot include alcoholic beverages. Gratuity (maximum 15%) must be included as part of the rate.
Authorization Number:	Fill in the name of the person authorized to sign for the meals and the number of meals authorized.
Remarks:	Fill in appropriate information such as meal rates quoted for either a buffet meal or off-the-menu ordering.
Hotel/Motel:	Enter the name of the hotel/motel. If the form is only for lodging put an "X" through the meals area.
Placed With:	Enter the name of the person contacted at the hotel/motel.
Time:	Self-explanatory.
Rooms/Night:	Enter the number of rooms needed, how many nights and the price per night.
Crew Name/Number:	Enter the name of the crew or individual. For example: Fort Belknap #3 or Joe Firefighter.
Chief of Party:	IC, Crew Boss, or person responsible for insuring the crew follows instructions.
Authorized By:	Signature of person placing order; i.e., Dispatcher, Incident Commander or designee, Buying Team, etc. Person must have authority to order.
Title:	Self-explanatory.
Billing Address:	Idaho Department of Lands Bureau of Fire Management 3284 W. Industrial Loop Coeur d'Alene ID 83815
Fax Copies To:	(208) 769-1524

2016 Meal Rates and Per Diem Guidelines

These provisions apply to all Idaho Department of Lands (IDL) regular and Casual employees and to all Fire Service Organization (FSO) personnel mobilized through IDL.

All IDL employees, and those mobilized through IDL, are expected to provide for their subsistence while in travel status and will be reimbursed upon return to the home unit via a Travel Expense Voucher. Employing agency per diem rates must be adhered to.

The only exception to this policy is that the incident agency may provide fire-contracted meals through the use of designated restaurants under a procurement method at no cost to the individual. Meal cost (excluding alcohol) plus gratuity should not exceed the allowed meal rate amount.

Under no circumstances will IDL employees use purchase cards (P-Cards) to obtain meals.

A. Travel To/From Fire Suppression Assignments

1. The GSA domestic per diem meal rates will be used while traveling to/from incidents in accordance with the GSA Domestic Per Diem rates.

Per diem rates are based on destination. Example: Traveling to Missoula, MT, for fire assignment. Per diem rates used for mobilization and demobilization period will be at the rate for Missoula, MT.

NOTE: The Idaho Department of Lands does not follow the GSA per diem policy of first and last day paid at 75% of the Full Daily Rate for meals and incidental expenses. Following the Idaho State Board of Examiners policy, a partial-day reimbursement for per diem shall be paid to the traveler at the maximum rate set within the following limitations:

Breakfast: If the actual departure time is 7:00 a.m. or before, or if the return time is 8:00 a.m. or after. Paid at 25% of Federal Rate.

Lunch: If the actual departure time is 11:00 a.m. or before, or if the return time is 2:00 p.m. or after. Paid at 35% of Federal Rate.

Dinner: If the actual departure time is 5:00 p.m. or before, or if the return time is 7:00 p.m. or after. Paid at 55% of Federal Rate.

Per Diem for travel will not be paid in excess of the full daily rate allowed.

When meals are furnished by the incident or host agency, individuals may not seek per diem for meal reimbursement.

- B. The **Fire-Contracted Meal Rates** will be used in Idaho only when the following conditions are met:

1. Meals are provided in support of **fire suppression** (not prescribed burning).
2. Meals are provided by a vendor with a current Preseason Agreement or an Incident-only Emergency Equipment Rental Agreement (EERA) signed contract.
3. The Restaurant or Lodging Authorization form is used.

Fire-Contracted Meal Rates		
Meal	Rate	Partial Day Rate
Breakfast	\$12.75	25 Percent
Sack Lunch	\$17.85	35 Percent
Lunch	\$17.85	35 Percent
Dinner	\$28.05	55 Percent
Full Day	\$51.00	

Note: Total allowance includes a maximum 15% gratuity. Rates are negotiable but not to exceed the above rates.

- C. IDL and Fire Service Organization personnel are not entitled to claim daily incidentals when assigned to an incident.